



CUSTODIAN – PUBLIC WORKS, MAINTENANCE DIVISION

Opening Date: November 23, 2010
Closing Date: December 8, 2010
Position Category: Non-Exempt, Full-Time Position

The City Of Woodburn is accepting applications for this full time position (40 hours per week) within the Public Works Department, Maintenance Division.

JOB SUMMARY

Under general supervision of the Facilities Section Supervisor, this position is responsible for cleaning city facilities on a daily basis. In addition, this position maintains and repairs buildings and grounds as needed. Provides assistance for special events or special projects. May assist with moving and delivering items. Other duties as assigned. Scheduled hours may vary and involve evening, weekend and on-call work.

DUTIES, RESPONSIBILITIES, AND ESSENTIAL FUNCTIONS

An employee in this classification may perform any of the following duties. However, these examples do not include all of the specific tasks or similar duties that the employee may be expected to perform.

- Provide general custodial services for all city buildings on a daily basis
- Provide basic maintenance and repairs for all city facilities
- Provide care and maintenance of exterior of buildings and grounds
- Provide assistance to other departments during special repair projects
- Assist in set-up for special events.

MINIMUM QUALIFICATIONS

Experience and Training

Ability to perform required duties

Working Knowledge Of:

- Knowledge and skill to perform basic cleaning and repair duties
- Hand and power-cleaning equipment, small hand and power tools

Skill In:

- Analyze and organize time and materials needed to do the job

- Work and collaborate with co-workers and customers in a positive manner

Ability To:

- Understand and follow safety rules when handling hazardous materials and tools
- Use hand and power tools
- Contribute to a positive work environment

Other Requirements

Possession of a valid Oregon driver license is required to be maintained throughout the course of employment.

Salary Range: \$2,511– \$3,052 per month plus fringe benefit package including health insurance and PERS retirement.

Submit completed City employment application in person, by mail, fax or via email to:

City of Woodburn - HR
270 Montgomery Street
Woodburn, OR 97071
Terrie.Stevens@ci.woodburn.or.us
Office: 503-980-2401
Fax: 503-982-2376

Application materials are available at City Hall, or on the City's web-site at:
www.woodburn-or.gov

Selection Process:

The most highly qualified candidates for this position will be invited for an oral interview tentatively scheduled for mid-December.

The person selected for this position must provide, at the time of appointment or first working day, appropriate **documentation of citizenship** and ability to work as required by the Immigration and Naturalization Act of 1986.

If you wish to identify yourself as a **qualified individual with a disability** under the Americans with Disabilities Act of 1990, and will be requesting accommodations, that request must be made to the Personnel Officer no later than the closing date of this job announcement, and the applicant must provide information on how reasonable accommodation may be met.

If you are a **qualified veteran or a qualified disabled veteran**, please complete and return the City of Woodburn's Veterans Preference Form with appropriate documentation to our Human Resource Department before the close date of the recruitment. The Veterans Preference Form can be found on the City's website

at www.woodburn-or.gov or by contacting the Human Resource Department at (503) 980-2401.

Smoking is not allowed in City buildings. The City Of Woodburn promotes a Drug-Free workplace.

AN EQUAL OPPORTUNITY EMPLOYER